

**STATE OF MICHIGAN INTERNSHIP PROGRAM
UNPAID INTERNSHIP DESCRIPTION**



INTERNSHIP HOST INFORMATION

State Department / Agency: Civil Service Commission

State Division / Office: Employee Benefits Division

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 15-20 hours per week.

PREFERRED EDUCATION

Major / Minor: Human Resources Management, Communications or Public Administration

Level of Education: Graduate

Preferred Skills / Qualifications:

- Excellent written and verbal communication skills
- Critical and strategic thinking
- Ability to research and interpret data
- Analytical skills
- Ability to work independently and manage time effectively
- Professional and self-driven
- Experience in writing policies and procedural documents

Through this internship, student intern will develop or further strengthen the following competencies:

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Policy & Procedure Intern

Intern Responsibilities / Projects:

- The primary responsibilities of the internship will require the ability to research and analyze policies and procedures and determine how they relate to current rules, regulations and legal guidance.
- Interns will be required to compare and contrast current documentation for clarity, consistency and gaps.
- Skills and abilities related to written communication will be used to draft, revise and update documentation.
- Ability to analyze and communicate will be relied upon to develop and present recommendations for process improvements.
- Interns will be required to communicate effectively with staff to gather information to be included in revised documentation and for presentation of recommendations to management.
- Participation in requirements gathering sessions and other project related activities as assigned.

With questions or for more information about the State of Michigan Internship Program, please contact:
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations
Career Services, Civil Service Commission, 517-373-3811, partieb@michigan.gov

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APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

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